

~~SECRET~~ EYES ONLY

29 September 1967

MEMORANDUM FOR: Director of Research and Development

25X1A9a

SUBJECT: 25X1A9a Recommendation for Promotion for [REDACTED]

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1. Is recommended that arrangements go forward to promote [REDACTED] the Analysis Division secretarial staff, from a GS-5 to a GS-6.

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2. [REDACTED] has been with the Analysis Division at the GS-5 level since June 1966, arriving shortly after her EOD with the Agency in April 1966.

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3. [REDACTED] has served as the senior secretary for the Analysis Division since July 1967, and in this capacity has performed her duties in a very excellent manner. In a period of rapid expansion and a changing staff situation and often under overload conditions, she has worked hard and has responded well and cheerfully to many and varying demands placed upon her. The quality of her work has continued to be consistent and excellent. She has been faithful in learning and following standard forms and procedures and has been of special help in assisting new professional staff members in applying and following Agency procedures.

4. Because of the level of her responsibilities, because of her continuing excellent performance, we recommend that promotion action go forward as soon as possible to advance [REDACTED] to a grade level of GS-6.

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Chief, Analysis
ORD/DD/S&T

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GROUP 1
Excluded from automatic
downgrading and
declassification

EYES ONLY

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SUBJECT: Recommendation for Promotion for [REDACTED]

RECOMMEND APPROVAL:

Date: Oct 30, 1967

SIGNED

Chairman, Special Panel, CSP

APPROVAL:

Date: Nov. 3, 1967

SIGNED

Robert M. Chapman
Director of Research and Development

Distribution:

- Orig. & 1 - Addressee
- ✓ 1 - DD/ORD, Special Panel
- 1 - AO/ORD
- 1 - JWK

An/ORD/DD/S&T: [REDACTED]jb:2143

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